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Meeting Minutes  
Iowa Statewide Interoperable Communications System Board  
March 12, 2020  
Des Moines Parks & Rec  
1551 E. Martin Luther King, Jr. Pkwy  
Des Moines, IA 50317

Meeting called to order by Vice-Chair Ness at 10:30 am.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Thirteen voting board members attended, via phone and in-person, establishing a quorum.

**Voting Members in Attendance:** Michele Bischof, Andy Buffington, Blake DeRouchey, Peter Huffman, Carole Lund-Smith, David Ness, Rob Rotter, Jason Schluttenhofer

**Members via Conference Line:** Angela Clouser, Ellen Hagen, Tom Lampe, Larry Smith, Patrick Updike

**Non-Voting in Attendance:** SWIC Maiers, Administrative Assistant Hollie Davidson, FirstNet Outreach Specialist Shawn Wagner

**Absent:** Annette Dunn, Cindy Heick, Wendi Hess, Trace Kendig

**Guests:** David Barnett, Tracey Bearden, Todd Braget, Steve Gray, Douglas Knoll, Jim Lundsted, Melvin Mercado, Tom Reis, Connie Stufflebeem

**Approval of Agenda:** Michele Bischof made a motion to approve the March meeting agenda. Peter Huffman seconded the motion. All in favor. Motion passes.

**Approval of Minutes:** Andy Buffington made a motion to approve the February 2020 meeting minutes. Carole Lund-Smith seconded the motion. All in favor. Motion passes.

**SWIC Report:** SWIC Maiers reports that StatusBoard is now installed on DPS servers, and the email notification functionality is now working. The pilot program will start in a couple of weeks, and approximately twelve PSAPs will be part of the pilot program. The pilot program will include a webinar for the pilot PSAPs to ask questions.

SWIC Maiers reports that he will give a brief StatusBoard overview at the April 2020 NENA conference.

Regarding TIA/TR-8, SWIC Maiers reports he is awaiting some new instructions for standards to review. He was unable to review them due to some web site issues. Once those are resolved, he will review and vote on the approval of a couple of potential P25 standards addendums.

SWIC Maiers has also taken some work that has been undertaken by the ATIS Joint Land Mobile Radio Long Term Evolution (JLMRLTE) standards group and brought it to the ISICSB Technology Committee. The JLMRLTE Working Group is a group that tasked with creating standards for any convergence of LMR and LTE technologies. SWIC Maiers stated that a complete update for that would be coming during the Technology Committee report.

The Shared Systems Study Group met and discussed the goals of the group. SWIC Maiers stated that many of the items the group members wanted to accomplish were not necessarily solely related to technology. The group also discussed what ISSI can and cannot do. The group will likely take a look at the SAFECOM Interoperability Continuum given that the document outlines several components to interoperability that are not all dependent upon technology. The meeting cadence was also set to monthly with the next Shared Systems Study Group meeting taking place in Dallas County. The group is also hoping to tour local communications centers to see what locals have for communications equipment since that can vary widely.

SWIC Maiers reports that PSAP Control Station training is ongoing and encourages PSAPs to reach out to him for “one-on-one” sessions at their facilities.

**E911 Council Report & E911 Program Manager:** 911 Program Director Blake DeRouchey reports that the 911 Council met and continues to work on the migration of the wireline to the Next Generation 911 Network. The cutover plan for PSAPs to transfer over to the Next Generation Network has been released, and so far, the migration is on schedule. The process will tentatively start in May 2020 and hopefully conclude in August 2020.

Mr. DeRouchey reports that the 911 Council discussed issues related to the COVID-19 pandemic. The State Emergency Operations Center (SEOC) has been activated. HSEMD has released the IDPH guidelines to all PSAPs related to screening calls and releasing information about COVID-19. If there are updates to screening guidance, those updates will

be provided to PSAPs. HIPPA guidance has also been given to public safety communication centers (PSCC) on how to handle private medical information that may need to be relayed from a PSCC to an emergency medical service (EMS) provider.

**User Group Committee (UGC):** UGC Chair Buffington reports that the UGC met, and there are eight users up for approval in New Business.

SWIC Maiers asked UGC Chair Buffington on how the application process has been since some added documentation modified procedures were implemented over a year ago. Chair Buffington stated that the loading analysis was the source of most snags in the past and that modifying the process to ensure that the loading analysis has been completed has helped the process.

**Finance Report:** Finance Chair Ellen Hagen reports that the monthly net expenditures during February for the Interoperable and Broadband Communications System Fund were \$8,611. The February ending balance was \$155,759. Monthly expenditures during February for the SLIGP 2.0 grant were \$13,152. Of that amount, \$10,522 were federal expenditures. The remaining federal amount available for the SLIGP 2.0 Grant is \$352,895.

Chair Hagen reports that the SLIGP 2.0 Grant has been extended through March 31, 2021.

**Governance Committee:** Governance Committee Chair Peter Huffman reports that the committee met and discussed a draft policy proposed by the Technology Committee regarding interfacing with cell phone companies that have mobile deployable towers and how this might interfere with LMR. The Governance Committee made minor revisions to the policy, and it was viewed favorably. The Governance Committee will make a decision on whether to send it back to the Technology Committee for review at their April meeting. At the next Governance Committee meeting, the group will then decide if the policy is ready to be moved to the ISICSB for approval.

SWIC Maiers requested that a representative from the Technology Committee be present on the next Governance Committee call to aid the editing process.

**Operations Committee:** Operations Committee Chair Bischof reports that the Committee met and discussed the development and review of a policy that would allow for sub-regional talkgroups within the six existing Homeland Security Regions. The Operations Committee is developing a policy and application that will provide context on any requests. Those documents should be available for all committees to review within the next week.

Chair Bischof states that the primary Committees that need to review the policy and any applications include the User Group Committee, Technology Committee, and Operations Committee.

**Outreach Committee:** Outreach Chair Hagen reports that the Committee continues to share information as it is received.

**FirstNet Outreach Specialist Report:** FirstNet Outreach Specialist Shawn Wagner reports that FirstNet Representative Kyle Richard is unable to attend the upcoming RIC 3 outreach event due to federal travel restrictions. However, the event is still expected to take place on March 24, 2020. If anything changes, a notification will be sent to registered attendees.

Mr. Wagner reports that he is working on updates to the ISICS application website.

**Training/Exercise Committee:** SWIC Maiers reports that the planning for RIC Outreach events is ongoing. There is a RIC 3 event planned for March 24 in Ida Grove and will include both the PSAP consolette training and ISICS/FirstNet/AT&T updates.

PSAP consolette/control station training are planned for RIC 2 on April 16 in Charles City and RIC 1 on April 22 in Ames. The Charles City session was rescheduled to avoid a conflict with the APCO/NENA Conferences. One-on-one PSAP training also continues as requested by agencies.

SWIC Maiers reports that ECD/CISA has approved classes for COML, COMT, Encryption TA, SOP Development, and COMEX.

The SOP Development course is scheduled for March 24, 2020, at HSEMD in Windsor Heights. Online registration is active.

Planning for the Encryption course will start soon. The course will most likely be two sessions. The first session will include a webinar for agency decision-makers (County Sheriffs, Police Chiefs, Communications Lieutenants). The second session will include an in-person session approximately two weeks after the webinar.

Planning for all of the other approved courses will also begin soon. Locations for the COML and COMT will be investigated. Logistics for the COMEX will be evaluated as well.

SWIC Maiers also reported there was a PSAP training in conjunction with an ISICS/AT&T/FirstNet Outreach event held in February in Council Bluffs. There were approximately 35 people in attendance, and the feedback from those who attended has been positive. Luke Erpelding with State Radio assisted with the training. AT&T Rep David Barnett and FirstNet Authority Rep Kyle Richardson also gave presentations and updates.

**Technology Committee:** Technology Chair Updike reports that the Committee met twice and continues to discuss the VCALL10 frequencies for PSAPs. The Technology Committee continues to research any issues associated with licensing and coordinating for PSAPs with equipment that was previously devoted to LEA.

Chair Updike reports that the Technology Committee is also discussing a technical recommendation for smartphone applications that could potentially be used to interface with the ISICS Platform. Once this policy is drafted, it will be sent to ISICSB Committees for review and approval.

Vice-chair Ness inquired as to whether or not specific vendors are being considered in regards to the smartphone applications. SWIC Maiers states that the Technology Committee

is reviewing this from different angles to prevent issues with using different applications and gateways. However, there are only specific applications that can currently directly connect with an LMR system.

The Technology Committee also continues to review the potential policy for migrating interface issues between mobile LTE deployable vehicles and LMR subscriber radios. Chair Updike requests that the Governance Committee send the revisions back to the Technology Committee for review.

**FirstNet Broadband Committee:** FirstNet Broadband Committee Chair Bischof reports that the Committee met and was briefed on the Boulder FirstNet Lab visit attended by some of the committee members. The visit allowed the attendees to view the FirstNet Lab, the Public Safety Research Center, ask questions, and give feedback regarding the deployment of FirstNet. Chair Bischof reported that they encouraged FirstNet to consider the daily needs of personnel in the State of Iowa in addition to the events that may occur once in a career.

Chair Bischof also discussed several of the demonstrations in Boulder.

**LEA Committee:** LEA Committee Chair Connie Stufflebeem reports that the LEA Committee continues to receive updates from the Operations Committee.

The LEA Committee is currently focusing on the co-located sites. Any updates on orders sent to them are being reviewed. As of the ISICSB meeting, four of the co-located LEA sites have been migrated to microwave for the time being.

Chair Stufflebeem reports that a matrix is being developed to monitor current LEA usage and traffic. This will help to determine which sites are being used and which are not as the second phase of the project begins.

Chair Stufflebeem states that SWIC Maiers continues to update the LEA Committee on the PSAP Control Station training progress. The goal is to ensure that all PSAPs are adequately trained and are comfortable with using the control stations.

Chair Stufflebeem has also requested that documentation be recorded that lists the PSAPs that have received the control station training.

## **Other Reports:**

Board Information Sharing: Michele Bischof informed the ISICSB that there will be a device added to the core system at Motorola's expense. The device will allow Motorola's next version of the APX radios to fully function on the ISICS Platform fully. The new hardware will include enhancements and updates.

Vice-chair Ness states that there has been recent proposed legislation in House File 2450 that would have affected ISICS and the ISICSB. Some notable changes mentioned in the proposed bill include moving ISICS and ISICSB from DPS/DOT to HSEMD, changes to ISICSB membership and duties, stopping the cutoff of legacy towers and equipment, and allowing each officer to determine what frequencies and talkgroups to program into their

individual radios and other items. Although this bill did not pass the funnel, there may be talk of possibly adding it as an amendment to another bill.

Vice-chair Ness thanked SWIC Maiers for his work on the annual ISICSB report to the Legislature.

Sheriff Rotter shared with the board that there was recently a standoff situation that involved eleven agencies and approximately 40-50 first responders. Communication for this incident relied heavily on patching into ISICS, and there was seemingly no communication issues. An after-action will be conducted to look at the various aspects of the situation.

SWIC Maiers added to the previous discussion on HF2450. He discussed a previous National Council of Statewide Interoperability Coordinators meeting in Little Rock in which they covered various interoperability markers for states. In those discussions, it was conveyed that the State of Iowa has an excellent governance structure for drafting policies and procedures, process for membership application with the Governor's Office, and is viewed as best practices on a national level.

Chair Lampe reports that he and Vice-chair Ness will be meeting with legislators next week to discuss the proposed bill for changing the make-up of ISICSB. Chair Lampe discussed the fact that ISICSB has been submitting an annual report every year since 2007. Chair Lampe encourages everyone to read the recent annual report, as it gives an excellent analysis as to how far ISICSB has come throughout the years and that the proposed legislation may stem from a lack of familiarity with the ISICSB's activities. Chair Lampe also encourages everyone to get involved with the ISICSB Committees.

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Motorola Project Manager ISICS Update: Motorola Solutions Manager Melvin Mercado gave the Motorola Project Update. Mr. Mercado reports the following items are remaining:

- 1) Complete Hardin (no change)
  - Waiting for legal agreement from the City of Iowa Falls to complete overall site landscaping with regards to the completion of a retaining wall and access road to the tower.
  - Since September 2019, approximately 20 attempts have been made to get approval to proceed with the site; however, there has been no response to these attempts.
- 2) Rock Rapids
  - Plan to start completion next week after the IPTV fundraiser is completed.
  - Two segments remain to be completed.
  - Certain OSHA regulations apply to prevent excess RF exposure to workers.
  - Estimated for completion is three weeks if the weather cooperates.
  - If all goes as planned, coverage testing will start around April or May.
- 3) Site walks are starting along with ballistics door installations and installations of some signage.

SWIC Maiers thanked Mr. Mercado for all of the hard work he is doing and the coordination efforts with respect to the IPTV site in Rock Rapids.

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FirstNet/AT&T Update: FirstNet/AT&T Representative David Barnett reports the following seven new sites have launched with Band-14: Iowa - Corwith/Kanahwa, Anamosa, Wesley, and Zeiring; Illinois – Morrison; Minnesota – Dunnell, and Fairmont.

The total of sites launched since Iowa opt-in (July 2017) is 180. Much of the work in 2020 will be in Southwest Iowa.

David Barnett has reached out to Chair Lampe regarding an offering of support during COVID-19 responses.

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CISA-ECD Update: Jim Lundsted from the Department of Homeland Security Emergency Management Communications Division (ECD) reports that CSRA has refreshed the PTS Dialer application. In some cases some user data may be lost during the update, and he advises users to make a test GETS call. Mr. Lundsted states that WPS is an important feature for FirstNet users, especially if they are calling numbers that go outside of the FirstNet network—e.g., FirstNet phone to landline.

FirstNet Chair Bischof shared that at the Boulder FirstNet Lab visit, it was proven that FirstNet priority and preemption does not carry through to other carriers when calling someone with that has another cellular carrier or landline. Chair Bischof mentioned that users might not know what carrier the person they are calling is using, which is why GETS and WPS are important.

Mr. Lundsted reports he recently participated in a cybersecurity group to evaluate the need for cybersecurity infrastructure and/or a cyber-resilience review in Polk County.

Mr. Lundsted states that a real-time map developed by Johns Hopkins University regarding COVID-19 and is available on the internet. However, Mr. Lundsted cautions that there are two rogue websites that everyone should be aware of and avoid.

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Standards Working Group: SWIC Maier reports that the group met and discussed the developing StatusBoard standard. The standard has moved to the Operations Committee for review.

The next standard that may be evaluated would be a standard pertaining to alert tones.

The Standards Working Group will meet again in April 2020.

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Control Station Updates: There were a few additional successful PSAP test calls on March 11. Approximately ten PSAPs have yet to complete a test call due to various reasons.

**Old Business:** None.

**New Business:** Andy Buffington made a motion for the approval of eight new users: Avera Health-Avera Careflight – Level 1, Baxter Fire Department – Level 2, Calhoun County EMA – Level 2, Delaware County Communications – Level 1, Des Moines Public Schools – Level 2, Iowa National Guard – Level 2, Safeguard Iowa Partnership – Level 2, and West Branch Police/Fire Department – Level 2. Michele Bischof seconded the motion. All in favor. Motion passes.

**Public Comment:** None.

**Motion to Adjourn:** Peter Huffman made a motion to adjourn. Meeting adjourned at 11:30 a.m.

YouTube link for the March 2020 ISICSB Board Meeting:  
<https://www.youtube.com/watch?v=4AVvuYoDT9E>